



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

Department of Business Administration (MBA)

CIRCULAR

It is hereby informed that the faculty meeting will be held on 10.06.2014 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

Agenda

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
4. List of activities
5. Identification of coordinators
6. Feedback of previous semester

DEAN
Dept. of Business Administration
Alva's Institute of Engineering & Technology
MIJAR - 574 225



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Department of Business Administration (MBA)

Minutes of Department Meeting

Date: 10-06-2014

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Minutes of the Meeting

1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
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Department of Business Administration (MBA)

5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

Faculty Present:-

Sl. No	Faculty Name	Signature
1.	ALEXANDER MATHEW	
2.	GURUDATTA SOMAYAJI H	
3.	RAVINDRA U	
4.	DHARMANANDA	
5.	SHINY JOSEPH	
6.	DR. KUSHALAPPA	
7.	MR. JOHNSON FERNANDES	
8.	RAGHAVENDRA V	
9.	REEMA AGNES FRANK	
10.	PAVANA SHEREGAR C	
11.	NAVYA JAIN	

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It is hereby informed that the faculty meeting will be held on 05.01.2015 at 11.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

Agenda

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Department of Business Administration (MBA)

Minutes of Department Meeting

Date: 05-01-2015

Faculty meeting was held on 05-01-2015 to discuss the following agenda as listed below.

Agenda

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CIRCULAR

It is hereby informed that the faculty meeting will be held on 15.06.2015 at 3.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

Agenda

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Date: 15-06-2015

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2.	Mr.Gurudatta Somayaji	
3.	Mr.Ravindra U	
4.	Mr.Dharmanand	
5.	Mrs. Shiny Joseph	
6.	Dr. Kushalappa	
7.	Mr. Johnson Fernandes	
8.	Mr.Raghavendra V	
9.	Mrs. Reema Agnes Frank	
10.	Pavana Shregar C	
11.	Navya Jain	

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CIRCULAR

It is hereby informed that the faculty meeting will be held on 17.12.2015 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

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S. No.	Name of the Faculty	Signature
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2.	Ramakrishna Chadaga	
3.	Dr. Ravi Kulkarni	
4.	Dr. Nagendra	
5.	Dr. Kushalappa	
6.	Mr. Sourav Ganguli	
7.	Mr. Gurudatt Somayaji	
8.	Mrs. Reema Agnes Frank	
9.	Mrs. Suhani Hegde	
10.	Mrs. Shiny Joseph	
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12.	Mr. Johnson Fernandes	
13.	Mr. Raghavendra V	

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2.	Ramakrishna Chadaga	
3.	Dr. G V Joshi	
4.	Mr. Sourav Ganguli	
5.	Dr. Wranton Perez	
6.	Dr. Claret Mendonca	
7.	Dr. Nagendra	
8.	Mr. Gurudatt Somayaji	
9.	Mrs. Reema Agnes Frank	
10.	Mr. Vidhyadhara	
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CIRCULAR

It is hereby informed that the faculty meeting will be held on 07.06.2018 at 3.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

Agenda

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9.	Mr. Johnson Fernandes	
10.	Mr. Yogish Dixit	
11.	Mrs. Maithri	
12.	Mrs. Priya Sequiera	

Dept. of **Dean MBA** Administration
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ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

Minutes of Department Meeting

Date: 07-01-2019

Department meeting was held on 07-01-2019 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.

Minutes of the Meeting

1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
2. Dean guided the faculty regarding framing of the COs and mapping the COs with POs given by the department. The faculty were asked to prepare the lesson plans for their subjects.
3. The faculty were asked to make a list of slow and fast learners based on previous academic performance so that they could be appropriately mentored.
4. Dean discussed the various departmental activities such as Management talks, certification courses, industrial visits, SDP, forum activities, for the semester and drew up a tentative calendar of events for the MBA department.



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5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

Faculty Present:-

S. No.	Name of the Faculty	Signature
1.	Ramakrishna Chadaga	
2.	Dr. G V Joshi	
3.	Dr. Wranton Perez	
4.	Dr. Claret Mendonca	
5.	Dr. Nagendra	
6.	Mrs. Shiny Joseph	
7.	Mr. Dharmanand	
8.	Mrs. Reema Agnes Frank	
9.	Mr. Johnson Fernandes	
10.	Mr. Yogish Dixit	
11.	Mrs. Maithri	
12.	Mrs. Priya Sequiera	

Dean, MBA
Capt. of Bus. Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



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PG DEPARTMENT OF BUSINESS ADMINISTRATION

AIET/MBAID/17

CIRCULAR

26.07.2019

The faculty meeting will be held on 26.07.2019 at 3.00 pm in the MBA classroom. Please make it convenient to attend the meeting.

Agenda of Meeting:

1. Subject allotment

Dr. Claret Mendonca

HOD, Department of MBA

Faculty:

1. Dr. Claret Mendonca
2. G.V. Joshi
3. Dr. Nagendra S
4. Mr. Johnson Fernandes
5. Mrs. Maithri
6. Mrs. Priya Sequiera
7. Mr. Abijeeth Bekalkar



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Department of Business Administration

Minutes of the Staff Meeting held on 26-07-2019

Faculty Present:

1. Dr. Claret Mendonca
2. Dr. G.V. Joshi
3. Dr. Nagendra S
4. Mr. Johnson Fernandes
5. Mrs. Maithri
6. Mrs. Priya Sequeira S.
7. Mr. Abhijeeth Bekalkar

Agenda: Subject allocation — 1st Sem and IIIrd Sem of MBA for the year 2019.2020

Minutes of the Meeting:

1. Dr. Claret Mendonca briefed about the MBA 1 st year, First semester subjects and 2nd year, third semester subjects.
2. Discussion took place on allocation of subjects for 1st Sem and 3rd Sem of MBA for the year 2019-2020. The subjects were allocated amongst the faculties. And also decided to call Mr. Vinod Dixit for Investment Management and Dr. Kushalappa for Advanced financial management as a visiting faculty. As per VTU norms 4 hours per week for each subject allocated to each faculties.

Dean

Department of Business Administration

Faculty Present:

1. Dr. Claret Mendonca
2. Dr. G.V. Joshi
3. Dr. Nagendra S
4. Mr. Johnson Fernandes
5. Mrs. Maithri
6. Mrs. Priya Sequeira S.
7. Mr. Abhijeeth Bekalkar



AIET/MBAID/22

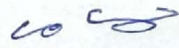
CIRCULAR

10.12.2019


The faculty meeting will be held on 10.12.2019 at 2.00 pm in the MBA classroom. Please make it convenient to attend the meeting.

Agenda of Meeting:

1. Christmas day celebration
2. Subject allotment
3. Other discussions


Dr. Claret Mendonca
HOD, Department of MBA

Faculty:

1. Dr. Claret Mendonca 
2. G.V. Joshi 
3. Mr. Johnson Fernandes 
4. Mrs. Maithri 
5. Mrs. Priya Sequiera 
6. Mr. Abijeeth Bekalkar 



Minutes of the Faculty Meeting on 10.12.2019 held in MBA Classroom

Faculty Present:

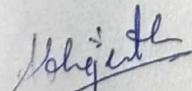
1. Dr. Claret Mendonca
2. Dr. G.V. Joshi
3. Mr. Johnson Fernandes
4. Mrs. Maithri
5. Mrs. Priya Sequeira
6. Mr. Abhijeeth Bekalkar

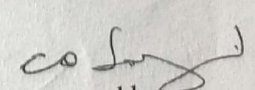
Agenda:

- 1) Christmas Day Celebrations
- 2) Regarding 3rd Internal Assessments
- 3) Other Assessments
- 4) Discussion on Internship Guideship
- 5) Preparation for the next semester
- 6) Department promotion

Proceedings:

1. It was informed to all faculty that Christmas Day Celebrations will be held on December 18 2019 at Vidyagiri Campus, Moodbidri. Our department will be responsible for the Live Crib. Mrs Priya informed others about the status of preparations. Dr Claret was requested to prepare the budget for the expenses of making the live crib. All faculties were asked to cooperate in making it a success.
2. All faculty have to submit their 3rd internal assessments by 11.12.2019. The instructions of the Dean Academics need to be strictly adhered to in presenting the result analysis. Other assessments also need to be readied by the weekend. Mr Vinod Dixit wanted time till the 15th to give his final assessments as he had to leave the country on a urgent assignment. Dr Kushalappa's papers need to be sent after talking to him.
3. It was decided to earmark 10 marks out of 40 for extra-curricular activities which will be assessed objectively. A circular will be made to inform the students and the faculty.
4. Faculty will be assigned 12 to 13 students for Internship Guideship. They need to follow up on their work meticulously from the very start.
5. Each faculty is responsible for promoting the department. They need to communicate the plan of action to the HOD within 2 days.
6. Subject allocation and time table for the next semester will be worked out by the end of December.


Prepared by:
Abhijeeth Bekalkar
Asst. Professor


Approved by:
Dr Claret Mendonca
HOD, Department of MBA



AIET/MBAID/23


CIRCULAR

30.10.2020




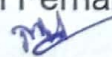


The faculty meeting will be held on 30.10.2020 at 2.00 pm in the MBA classroom. Please make it convenient to attend the meeting.

Agenda of Meeting:

1. Subject allotment
2. Faculty' research publication
3. Alumni meet


Dr. Claret Mendonca
HOD, Department of MBA

Faculty:

1. Dr. Claret Mendonca 
2. G.V. Joshi 
3. Dr. Nagendra S 
4. Mr. Johnson Fernandes
5. Mrs. Maithri 
6. Mrs. Priya Sequiera 
7. Mr. Abijeeth Bekalkar 

Minutes of the Faculty Meeting on 30.10.2020 held in MBA Classroom

Faculty Present:

1. Dr. Claret Mendonca
2. Dr. Nagendra Sanoor
3. Dr. G.V. Joshi - Absent
4. Mr. Johnson Fernandes
5. Mrs. Maithri
6. Mrs. Priya Sequeira
7. Mr. Abhijeeth

Proceedings of the Faculty Meeting Held on 30.01.2020 in the HOD's Room

1. The faculty were informed in detail about the various issues discussed at the HODs Meeting with the Principal.
 - i) Class coordinators were asked to follow up with their class students regarding the payment of fees. A general circular was made by the HOD and sent to all students. HOD asked the class coordinators to call the parents of the students who have outstanding dues.
 - ii) The faculty were informed about the Proposed Alumni Meet to be held on 14th / 21st of March. Efforts need to be made to contact all alumni of 2012 onwards to get their confirmation of participation.
 - iii) Review papers need to be produced by all students with the help of faculty. 100 papers need to be reviewed to make a critical review paper.
 - iv) A Internship Data Bank to be created in the department for ease of reference.
 - v) Students should be made to attend national level exhibitions, seminars and conferences in the coming semester.
 - vi) Management Fest should be conducted for students to develop organizational skills.
 - vii) Utilization of MOUs should be reported.
 - viii) Faculty could avail one-day CL with the permission of the HOD. More than a day's leave should be authorized by Dean Academics for getting the clearance regarding NAAC work and also the principal.
 - ix) All departments should bring out a Newsletter at the end of each semester.
 - x) Faculty should use new appraisal forms for reporting their performance. 40% weightage would be given to research work.
2. The HOD informed the faculty about her trip to Navjyothi College in connection with promotion of the department. All were asked to report on the names of colleges that they would visit during this week for promotion activity.
3. Faculty had to give the preference of subjects based on which the time table would be drawn for the coming semester.



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4. Faculty were asked to prepare the course files and personal files. Dr Claret promised to help them in finalizing Cos and also CO PO mapping.
5. The HOD suggested to her colleagues to start working on research papers. Every week there would be a meeting for research interactions.
6. All faculty were asked to report the availability of text books in the library for their respective subjects. Faculty were strictly follow the curriculum of the VTU from the prescribed text books. Students must be made to prepare their own notes and teachers should facilitate their learning through giving a sound understanding of the concepts, theories, models, strategies with current industry illustrations.
7. Faculty preferred to have 5 hours of teaching hours instead of 4 hours prescribed by VTU.

Approved by:

Dr. Claret Mendonca

HOD, Department of MBA



AIET/MBAID/22

CIRCULAR

07.04.2021








The faculty meeting will be held on 07.04.2021 at 2.00 pm in the MBA classroom. Please make it convenient to attend the meeting.

Agenda of Meeting:

1. COVID19 Precautions
2. Promotion of PU Colleges
3. Subject allotment
4. Faculty Appraisal forms
5. Graduation day ceremony
6. Evaluation of implementation of earlier minutes.


Dr. Claret Mendonca
HOD, Department of MBA

Faculty:

1. Dr. Claret Mendonca 
2. Mr. Johnson Fernandes 
3. Mrs. Priya Sequiera 
4. Mr. Guruprasad Pai 
5. Dr. Vishnu Prasanna K N 
6. Mr. Neeraj Rai 
7. Dr. Kamalakkannan Adhisekar 



Minutes of the Faculty Meeting on 07-04-2021 at 2:00pm held in the MBA Classroom

Faculty Present:

1. Dr. Claret Mendonca, HOD
2. Dr. Vishnu Prasanna, Professor
3. Mrs. Priya Sequeira, Asst. Professor
4. Mr. Johnson Fernandes, Asst. Professor
5. Mr. Neeraj Rai, Asst. Professor
6. Dr. Kamalakkannan, Asst. Professor

Faculty Absent:

1. Mr Guruprasad Pai, Asst. Professor

Agenda

1. COVID 19 Precautions
2. Promotion of PU Colleges
3. Faculty appraisal forms
4. Graduation day ceremony
5. Evaluation of implementation of earlier minutes

The proceedings of the faculty meeting:

1. HOD instructed faculty members to wear mask and to ensure that all students are wearing mask and following COVID guidelines.
2. The faculty members who are involved in promotion of PU Colleges were asked to fill the google form sent by Dr. Manjunath Kothari.
3. It was informed to the faculty members to complete their appraisal form as it is required by the management.
4. Subject allocation was done and faculty members were asked to start classes immediately.
5. It was informed that discipline has to be given utmost importance specially with regard to wearing complete uniform, regular attendance and punctuality to classes. Disciplinary actions should be taken against student who are not adhering to the college rules.
6. HOD congratulated Mr. Johnson Fernandes for successfully attending training organized by Toyota and asked him to share his experience amongst students and faculty.
7. Information was given on Graduation Day which will be conducted on May 16, 2021 and further information will be provided later.

Prepared by:

Mrs. Priya Sequeira,
Asst Professor

Approved by:

Dr Claret Mendonca
HOD, Department of MBA